
MINUSTAH TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	Radio Production Assistant, GL-4
Department/Office:	Communication and Public Information Office
Location:	Port-au-Prince, HAITI
Posting Period:	11 - 17 January 2017
VACANCY ANNOUNCEMENT:	MINUSTAH-TJO-2017-N004

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/offres-emploi>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

Organization Setting

This position is located within the Communication and Public Information Office in Port-au-Prince of the United Mission for the Stabilization of Haiti. The incumbent of this post will be under the general supervision of the Chief PIO and the immediate supervision of the Chief of Radio.

Main Responsibilities

Under the overall supervision of Chief Radio, Radio Producer, Public Information Officer and/or Radio Production Assistant on a higher grade, the Radio Production Assistant carries out the following duties:

- Supports the production of daily, weekly and special radio programmes, including public service announcements, news stories, features and documentaries:
 - Ensure that ready to broadcast prerecorded programs are timely On Air.
 - Performs daily tasks using current editing platforms and on-air management tools such as Dalet Plus radio suites, Adobe edition (cool edit pro), Sound Forge, Cubase, Pro Tools, etc.
- Assists in the devising of an appropriate system locally, nationally and internationally, as required, for the distribution of mission's radio products.
- Assists in the coverage of activities related to the mission mandate as well as significant political, social, and cultural events in the mission area, as appropriate.

- Supports efforts to ensure that radio programming integrates and utilizes new digital media platforms and opportunities, including linking with key UNHQ digital platforms and tools.
- Initially drafts written communications, as well as, assists in the evaluation and impact of communications activities.
- Coordinates and works with other PI sections to ensure singularity in messaging and conformity with mission's overall communications strategy.
- Identifies topics for daily and weekly programmes, bulletins, interviews and special projects for radio;
- Identifies and contacts potential sources of information, conduct interviews and covers events;
- Assists the Radio Producers to provide capacity building and training to local national radio journalists.
- Supports the production of the weekly programmes, including script writing, editing and audio mixing.
- Prepares and maintains archives of programmes.
- Provides clerical and logistics support when assigned, assists in preparation of budgets for the radio unit, and assists in recruitment and supervision of staff.
- Performs other duties as assigned.

COMPETENCIES

Professionalism:

Knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information. Ability to research information from a variety of sources. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

EDUCATION

High school diploma or equivalent is required.

WORK EXPERIENCE

At least three (3) years of experience in public communication or related area, including experience working in web content management, development, or design is required. Experience working within the United Nations system or similar international organization is desirable. Experience with internal communication is desirable.

LANGUAGE

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken French and English is required. Knowledge of another official UN language is desirable.